DOCUMENT RESUME

ED 294 586 IR 052 369

TITLE Maine Library Trustees Handbook.
INSTITUTION Maine Library Trustees Association, Castine.
PUB DATE 87
NOTE 77p.
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC04 Plus Postage.
DESCRIPTORS Intellectual Freedom; *Library Administration; *Public Libraries; Records (Forms); State Legislation; *Trustees
IDENTIFIERS Bylaws; Employment Security; *Maine

ABSTRACT

Written to give public library trustees in the state of Maine an overall picture of their duties and responsibilities, this handbook covers: (1) the mission, role, and organization of the board of trustees; (2) trustee orientation; (3) meeting procedure; (4) continuing education for trustees; (5) public relations; (6) finance and budgeting; (7) library policies; (8) materials selection policy; (9) personnel policy; (10) hiring and firing the library director; (11) board-director support and cooperation; (12) building maintenance and usage; (13) insurance and security; (14) library building renovation and construction; (15) long range planning; (16) libraries and technology; (17) cooperation among libraries; (18) Maine State Library; (19) Maine Regional Library System; (20) library organizations; (21) periodicals of special interest for trustees; (22) friends of the library; (23) volunteers; and (24) library advocacy. The appendixes include sample bylaws, sample forms, an outline of laws pertaining to libraries in Maine, trustee guidelines, statements on freedom to read and security of employment, a list of acronyms, a glossary, and a 27-item bibliography. (MES)

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MAINE LIBRARY TRUSTEES

HANDBOOK

Maine Library Trustees Association

1987

Printed by the Maine State Library

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INTRODUCTION

This handbook was written to give library trustees an overall picture of their duties and responsibilities.

Comments and suggestions as to how this handbook might be changed or improved are very welcome, and should be directed to the president of the Maine Library Trustees Association.

The material contained in this book is provided for informational purposes only, and is not intended to serve as or to replace the advice of an attorney.

ACKNOWLEDGMENTS

This handbook was prepared by a committee of the Maine Library Trustees Association, a section of the Maine Library Association, in cooperation with the Maine State Library.

We are grateful to the following for assistance in the preparation of this handbook: J. Gary Nichols, State Librarian; Richard E. Arnold, Library Services and Construction Act Coordinator, Maine State Library; members of the staff of the Maine State Library; Osmond C. Bonsey, Town Manager, Yarmouth; Joseph G. Carleton, Jr., Attorney at Law, Wells; Nancy Crowell, Director, Scarborough Public Library; and Diana Rush, former Librarian, Millinocket Memorial Library.

We also wish to thank the following librarians and members of their staff: Barbara Crosby, Head Librarian, Lithgow Public Library; Glenna Nowell, Director, Gardiner Public Library and former president of the Maine Library Association; and Richard Sibley, Jr., Director, Waterville Public Library.

We are especially grateful to Brian Damien, Assistant Director, Curtis Memorial Library, Brunswick, for editorial assistance.

Trustee handbooks, manuals and guides of other states were helpful to the committee, especially those of Iowa, Ohio and New Hampshire.

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LIBRARY BOARD OF TRUSTEES

The mission of the public library board of trustees is to govern, or advise in the governing, of the library and its services. The library, as a community resource in Maine, may be publicly or privately owned or administered. Because all libraries are not established under the same legal basis, the board of trustees may be known in some cases as the board of directors or the library committee, and may act as a governing board or as an advisory board.

The governing board is a policy-making unit and is responsible for the operation of the library. The advisory board usually represents the community and may act in an advisory capacity to the librarian and to the local government body. Knowledge of the authority under which the board functions is essential. The responsibilities and duties of the trustees should be clearly outlined in the by-laws, the articles of incorporation or in the public statute which established the board. Regardless of that authority, it is the duty of all board members to help provide the best library service possible within the financial means given and, if called for, to oversee the prudent expenditure of funds appropriated for that purpose.

The methods by which board members are selected vary. The trustees may be appointed by a local government body, elected by the membership of the local library association or corporation, elected by public vote, or named by the board itself in a self-perpetuating manner. Trustees in many communities serve without compensation but may be reimbursed for expenses incurred for trustee education or library-related business.

Typically, a library board of trustees is composed of five to seven members although the municipal governing body, corporation by-laws or tradition may determine the size of the board. Diverse segments of the community should be represented on the board.

Terms of office may vary but it is essential that rotating terms be established to preserve continuity of board functions. The board should meet at least four times a year though for many libraries monthly meetings are necessary in order to ensure smooth operation.

The number of officers serving the board will be determined by the board's function. The chairmanship should be rotated among board members.

The degree of dedication and motivation of the board members will often determine the quality of service offered by the library. Trustees should possess enthusiasm, social and political awareness, and the time to devote to board duties. Members with financial and management experience are assets to the board.

TRUSTEE ORIENTATION

If the new trustee is to perform effectively, a good orientation to the position is essential. Both the board chairman and the librarian should be involved in this. The new trustee should be given a complete tour of the library and introduced to staff members and informed of their titles and responsibilities.

An orientation kit or notebook designed to inform the trustee of pertinent matters concerning the library and library service is a valuable tool, and a worthwhile project for any library lacking one. (For suggestions of material to be included in a trustee orientation kit or notebook, see the Appendices.)

In addition, a copy of this handbook should be made available to all trustees.

MEETING PROCEDURE

The library trustees should meet on a regular schedule. The library director should be in attendance at all board meetings except when his or her salary or performance is under consideration.

An agenda for each meeting is usually prepared by the chairman (sometimes known as the president) with input from other trustees and the library director. If possible the agenda should be sent or given to each trustee prior to the meeting. The meeting is conducted by the president, or by the vice-president in the absence of the president. A quorum, as set in the by-laws, must be present in order to conduct official business. Rules covering the procedures of the meeting should be stated in the by-laws and adhered to during the meeting (i.e., Robert's Rules).

The secretary keeps a formal written record of each meeting and presents the report of the previous meeting at the current meeting.

The board meetings of municipally-governed libraries are open to the public, who may observe and comment but do not participate in the final vote. Public notice of these board meetings must be given.

CONTINUING EDUCATION FOR TRUSTEES

Trustee education should be an on-going process. In order to keep up with library developments, and the demand for additional services and broader cooperative programs, the trustee must continue to learn more about the library world.

The first step might be to visit libraries outside the community to learn what others are doing to provide services for their users. Attending library conferences, programs and workshops affords the trustee an opportunity to learn, exchange ideas and meet librarians and other trustees. The Maine Library Association, Maine Library Trustees Association and the Maine Regional Library System consultants work together to provide programs for continuing library trustee education.

Journals and newsletters of state, regional, and national library associations are a source of educational material for trustees. Membership in these associations is open to all librarians and trustees.

PUBLIC RELATIONS

The best public relations takes place by word of mouth, through personal contacts of both the trustees and the staff. To be sure, the library director and the staff set the everyday image of the library, but the enthusiasm and dedication of the trustees are key factors in the community's perception of the library.

Support groups such as "Friends of the Library" can be very helpful in developing good rapport with the community. The trustees, however, retain the responsibility of assessing community needs, considering new ideas, and dealing with community concerns as they relate to the library.

Some of the many tools which the trustees may use to foster good public relations are:

- newspaper
- broadcast and cable television
- radio
- speakers to address local clubs and organizations
- library programs for children and adults
- participation in local celebrations
- observance of National Library Week

FINANCE AND BUDGETING

The proper administration of library funds is one of the basic functions of the trustees. It is also an important legal responsibility.

The tasks relating to finance are:

budget preparation
budget presentation
budget implementation
overview

Budget preparation should reflect the goals and objectives set by the trustees in their planning process and should assess the anticipated cost of each library program projected for the year. Both the library director and the board of trustees should be involved in the formulation of the budget. It is the responsibility of the trustees to evaluate how well the budget addresses the needs of the library for the ensuing year.

No specific budgeting system can be recommended here, because the library's accounting system should be compatible with that used by the municipality. The budget should be detailed enough to assure that the money will be spent in the manner agreed upon, but not so detailed that all the money is tied up in accounts from which it cannot be transferred without requesting permission from the municipal council or board of selectmen.

Once formulated, the budget should be explained in depth to all board members and discussed by them so that all questions which may arise in the community are anticipated. Every board member should be informed and prepared to answer any questions that may arise in daily contacts.

Presentation of the yearly budget to the appropriate community governing body belongs to the trustees; however, the library director should be present to give any technical information needed. The governmental officials must be made aware that the board, as representative taxpayers, support the budget.

Implementation of the budget is usually delegated to the library director. The trustees have the final responsibility to review and evaluate the process of implementation through the receipt of periodic reports. A yearly outside audit is recommended.

In addition to the operating budget, the trustees should consider the capital improvement needs of the library. They should acquaint themselves with the resources available for such funding and how to tap these resources. Various sources to be considered may be local, state or national, and may include community drives, state and/or national funds, endowments and grants. Seeking funds is a very competitive endeavor and requires more than superficial attention from trustees.

Because many library boards are responsible for making decisions in regard to trust funds, it is important for the trustees to know about the various options available in the management of these funds. Various investment organizations, including bank trust departments, offer advice and counseling in such matters, but the goals of the library board should be given major consideration when deciding how and by whom the funds should be managed.

LIBRARY POLICIES

Each board of trustees should establish written policies concerning the operation of the library. These policies should be developed with input from the staff, with final enactment by the board.

The following list of items is offered to assist in the formulation of public library statements of policy. Materials selection and personnel policies are covered in additional detail on the following pages.

1. Library objectives
2. Materials selection
3. Personnel
4. Volunteers and friends
5. Gifts and memorials
6. Borrower registration and procedure
7. Circulation and restrictions
8. Loan period, overdues, fines, replacement fees
9. Reserving material, interlibrary loan
10. Special collections
11. Public use of building, regular hours
12. Use of meeting and/or exhibit rooms
13. Use of bulletin boards and posters
14. Procedures for handling complaints and disturbances
15. Public relations
16. Handicapped and special interest groups
17. Relationships with school and other libraries
18. Organization dues and meetings, travel and education expenses

Assistance in developing policies may be obtained from the district consultant's office.

MATERIALS SELECTION POLICY

It is the responsibility of the library board of trustees to set policy governing the selection of books and other materials to be added to the library's collection. Selection policies should be stated simply, briefly and clearly. They should be set down in writing for the present and future benefit of library staff who will be guided by them, trustees who will be called upon to reaffirm and amend them, and the general public in whose service they were adopted in the first place. Selection policy should be reviewed on a regular basis and modified as necessary.

An adequate selection policy should address, among others, the following questions:

1. Who does the library seek to serve and with what types of materials? Audio-visual materials should be given consideration for the valuable information available in various non-book formats and their potential appeal to non-traditional users of libraries.

2. Who will select materials on a day-to-day basis? What is that person's responsibility to the library board of trustees in the matter?

3. In general, what criteria will be applied in deciding what to acquire and what to ignore, e.g., public demand, critical acclaim, use in local school or college programs, etc.? What factors carry the most weight?

4. What major categories of materials will be acquired and in what depth?

5. In what manner and by whom will the collection be weeded? What will happen to discarded titles?

6. In what manner and by whom will gift books be evaluated? Will the library provide an estimate of value for the donor's use in seeking a deduction when filing his/her tax return? Will memorial gifts be accepted? Promoted? How will they be acknowledged? Will standard weeding criteria be applied to gift books?

7. What is the board's general stance on censorship? Does it endorse the Freedom to Read Statement and the Library Bill of Rights?

8. How and by whom will complaints about library materials be handled?

Sample materials selection policies may be obtained from the district consultant.

PERSONNEL POLICY

Each library should have a written personnel policy established by the board or its governing body. Personnel policies provide a non-discriminatory basis for hiring, transfer, and/or dismissal of an employee. They should include necessary legal concepts such as due process, affirmative action, and adequate cause. A job description for each position on the library staff should be written. Employee benefits and conditions of employment should be specified, such as:

1. Established probationary period
2. Working schedule
3. Vacations, holidays, jury duty, sickness, etc.
4. In-service training, educational benefits
5. Insurance, hospitalization, retirement
6. Performance appraisal system
7. Grievance procedures
8. Disciplinary actions

There should be established, prior to the need, a plan for selection of the library director. This may be the most important task of a board of trustees. Some boards may wish to create a search committee, either of the board or of the board and citizens of the community, to assist in the hiring of a new library director.

The personnel policy should be specific in procedural detail. It should be reviewed by an attorney to ensure compliance with state and federal laws governing employment.

HIRING AND FIRING THE LIBRARY DIRECTOR

One of the major responsibilities of most boards of trustees is the hiring and firing of the library director. In some communities both these duties fall to the municipal manager, council, or selectmen, but usually the board will be consulted on the matter. In such circumstances, the practices of the municipality must be followed.

HIRING

Assuming the board has full responsibility for hiring, the rules are not as clear as those for discharge; but the following procedures are recommended:

1. Determine the library's goals for at least the near future. These criteria will be very useful during the interview process as each candidate can be judged on his or her reaction to the stated goals.

2. Write a job description for the director's position. It must include the director's responsibilities, and specify desirable qualifications. This is very important.

3. Advertise the position. Now the board must decide how far to go - the local paper, statewide papers, state library magazines, regional or national library periodicals, state or regional library hotlines. The amount of money available to the library for advertising may determine where and how the position is advertised. Advertising the job is very important. It can eliminate any charges by possible candidates that they were not aware of the available opening.

4. Include within the ad the deadline for the receipt of applications. After this date it is courteous to notify all candidates that their applications have been received. In this notification all qualified applicants can be given the date, time and place for an interview. Any who are not qualified can be informed at this time.

5. Interview all candidates who meet the qualifications. This should be done with as many board members present as is possible. However, if interviews are to be conducted at a state, regional or national conference, it is often possible for only one board representative, or even the present director, to give the interview. Some libraries are able to pay transportation and housing costs for candidates to come to an interview, but this is not a necessity.

6. Select the director. Remember, any selection based on race, sex, age, religion, or sexual preference may be in violation of national, state or local laws. The director must be chosen on the basis of his or her ability to meet the established goals of the library. Even if such laws are

not applicable, adherence to this standard will avoid criticism of selection procedures.

7. During the entire process, be sure each candidate knows exactly what the board will expect of the new director. This does not mean that the board should not listen to ideas expressed by the various candidates; and perhaps even add some of these ideas to their goals for the library. However, it is more important that the interviewees know what is expected by the board.

8. Immediately after the selection has been made, notify unsuccessful candidates. This is a simple matter of courtesy so that interested parties are not left wondering what happened. This whole process can be time consuming, and will require some expense, if only for the cost of advertising and letters. However, selecting a director is one of the more important duties of a library board, and the object is to find the best possible director. Therefore, it is well worth the time and cost.

FIRING

Firing the library director may be one of the most difficult jobs a library board can face. Discharging anyone is usually an unhappy experience. This is especially true if the present board hired the director, or if the director has been in the position for many years. Regardless of the conditions, it is not pleasant for a board member.

As stated earlier, firing the director may be the responsibility of the municipal manager or government; but usually it is a matter for the board. The board is responsible for library policy, and it is the failure of the director to carry out this policy that is most often the cause for discharge. There are, of course, other reasons for which firing is necessary.

In order for a board of trustees not to find itself liable for either illegal actions or, at minimum, critical accusations, full due process must be given, and clear rules of due process must be part of the library written policy. Such procedures should include not only grounds for discharge but, also, terms for suspension with or without pay. The basic rules of due process are as follows:

1. Any time the director's salary or performance is discussed by the board, it can legally, and should, go into executive session excluding the director and the public from this part of the meeting. This is also true when the salary or performance of staff members are under discussion although the director should be included with the board at such times.

2. If the board determines that the director's performance is unsatisfactory, he or she should be given a formal, verbal notice by the board - not just the board chairman - that he or she is expected to follow the board's wishes within a certain stated time, say two weeks or a month, and to continue to do so thereafter.

3. If the director does not comply, a formal registered letter, return receipt requested, should be sent by the board to the director stating the problem and the corrective action to be taken; again, within a time limit.

4. If there is still no compliance, a second registered letter, return receipt requested, must be sent, including all particulars of the case and stating that the director is discharged as of a certain date. The letter must also state that between the date of receipt of the letter and the discharge date, the director has the right to a hearing with his/her lawyer present. At such a hearing the board may also have counsel present.

5. If there is no agreement at this meeting, the date of discharge goes into effect.

6. The board members must always be aware that the director can take them to court in a suit for reinstatement, for money, or both. Therefore, it is imperative that the board follow carefully the above discharge procedures.

7. Under certain non-criminal conditions, the board, after a meeting with the director, has the right to issue a letter of suspension (again, registered, return receipt) with or without pay. This allows the board to investigate the problem and take whatever action is deemed necessary. For example: a board may require the director to see and be treated by a physician or psychiatrist. However, even after suspension, and it becomes obvious discharge is the only choice, the procedures in paragraphs 1 through 5 must be followed.

8. If the director is criminally charged, the board must remember he or she is not guilty until proven so. Suspension without pay is the only solution. If found guilty in a court of law, the director may be discharged immediately. If found not guilty, he or she must be reinstated with all back pay. Suspension can be a problem for the library as it will be left leaderless during that period, and no official steps may be taken to hire or search for a new director.

BOARD-DIRECTOR SUPPORT AND COOPERATION

It is very important for board members to realize that they have a responsibility to the director. Most of us are aware of the occasional case where one or two board members take a dislike to the library director, and do everything in their power to coerce, intimidate or undermine the effectiveness of him or her. These actions are usually accompanied by strident calls for the director's discharge. It is up to the other board members to recognize this and to defend and support the director in an appropriate, effective manner.

There are often organized attempts to have materials removed from a library and, in some cases, to have certain things added to the collection. If their demands are not met immediately, the cry goes up to "Fire the Librarian." It is up to the board to fully support and, as much as possible, to protect the director from such attacks. The board must show that it believes in the library's director. Even the town eccentric who constantly badgers the director and staff with impossible demands may have to become a cause for board intervention on behalf of the director.

Board members must be aware that they are an integral and working part of the library and, as such, that they are a team with the director and staff trying always to bring better library service to the community. In doing so, they must be ready to protect each other from unwarranted attack from those opposed to the goals and best interests of the library.

BUILDING MAINTENANCE AND USE

The responsibility for the maintenance of the library buildings, grounds, equipment, and collections lies with the board of trustees. The board must determine how and by whom the building, equipment, and collections are to be used, and if there are to be user fees. Such guidelines should be included in the written policies of the library.

INSURANCE AND SECURITY

Each member of a board of trustees should be aware of his/her legal responsibility and liability. Consideration should be given to questions such as:

1. Are the collections and equipment, as well as the building itself, adequately insured against loss from fire, theft, vandalism, etc.?
2. How well supervised is the library to prevent loss from theft, vandalism, etc.?
3. How would the library function in case of damage through a fire, storm, etc.? *
4. Are members of the staff and the board of trustees protected by liability coverage?
5. Are both library personnel and the public covered in case of injury while on library property?

Adequate coverage may be provided by the library's insurance or a municipality's blanket policy. Trustees have the responsibility to protect the interest of this cultural center of the community.

Insurance policies should be reviewed on a regular schedule in order to make certain that proper levels and types of coverage are being carried.

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* Emergency assistance in the case of a disaster involving fire or water damaged library materials may be obtained twenty-four hours a day from the Northeast Document Conservation Center, Abbott Hall, School Street, Andover, Massachusetts 01810 (telephone 617/686-9669). Also available from the Center is a fill-in-the-blanks disaster preparedness plan.

LIBRARY BUILDING RENOVATION AND CONSTRUCTION

The trustees, with the advice and counsel of the library director and staff, determine the need for building renovation or expansion through feasibility studies, comprehensive surveys, and visits to other libraries.

A building program should be based on the library's goals, history, policies, and building requirements. The planning team should consist of the board (or governmental authority representatives), the library director and an architect. A building consultant and interior designer may be hired also. The board is responsible for legal, financial, and overall decisions. The library director acts as advisor and coordinator. Funding information and general assistance in planning a building program is available from the district consultants and the Maine State Library.

LONG-RANGE PLANNING

Long-range planning is vital for effective library operation. Planning is essentially preparation for change. The library board must look beyond its immediate concerns; it must not simply drift from year to year, relying on what was done in the past. The board should review its existing operation in a systematic manner, setting goals and objectives, and monitoring its progress toward them.

By examining where we are, where we want to go, and how we propose to get there, trustees have a base for long and short range planning.

The following tools are invaluable to libraries in assessing their planning needs.

MINIMUM STANDARDS FOR PUBLIC LIBRARY SERVICE

The American Library Association (ALA) published Minimum Standards for Public Library Service in 1966. Standards is a basic tool for evaluating the library. The hours the library should be open, the square feet of building space, and the number of books recommended are determined using population as the criteria. However, Standards does not take into consideration the differences (ethnically, financially, etc.) in communities. The Maine Library Association (MLA) also publishes - and periodically updates - Minimum Standards for Public Library Service. Copies of both the ALA and MLA standards may be obtained from the district consultant or the Maine State Library.

ALA'S A PLANNING PROCESS FOR PUBLIC LIBRARIES

In 1980, ALA published A Planning Process for Public Libraries - a process for libraries to follow in assessing their own community needs, setting goals and objectives, and choosing strategies for meeting them. A Planning Process is a more sophisticated, time-consuming tool than the standards, but adaptable to any library. A Planning Process involves a community profile and number of surveys (community, staff, library user, school). Information about A Planning Process for Public Libraries can be obtained from the district consultant or the Maine State Library. A manual may be purchased from ALA.

OUTPUT MEASURES FOR PUBLIC LIBRARIES: A MANUAL OF STANDARDIZED PROCEDURES

Published by ALA in 1980, Output Measures for Public Libraries: A Manual of Standardized Procedures, includes methods for gauging library services: program attendance, circulation, reference transactions completed. The objective is to provide libraries with consistent and standardized methods of collecting output data, such as the number of items circulated per resident of the community; what percentage of reference requests are successfully completed by the staff; what proportion of the community is

currently registered with the library. The manual, which contains procedures for collecting and reporting results on twelve output measures, may stand alone but is also designed to support the Planning Process. Information may be obtained from the district consultant or the Maine State Library.

It is strongly recommended that libraries use these tools as instruments for measuring their effectiveness.

LIBRARIES AND TECHNOLOGY

As knowledge and information are recorded in newer formats, libraries must examine associated storage and communication technologies and determine whether materials in such formats can and should be collected and made available. Some innovations, while not significant relative to information storage, offer interesting opportunities for streamlining day-to-day operations. Among the devices of potential interest: film projectors, video cassette recorders, videodisc players, microfiche and microfilm equipment, cordless phones, phone answering machines, computers, audio high fidelity equipment, compact disc players.

Small computers are being used in many libraries to perform a wide range of tasks. They can save clerical time and improve service to library users by taking over some of the routine, repetitive tasks that reduce the amount of staff time left to deal directly with the public.

Some libraries offer public access to computers in an effort to improve the general state of community computer literacy, a task their boards feel is within the overall mission of their library. Computers can also be used to provide access to online databases and other communications-based services.

Library boards will be called upon to make intelligent decisions on these issues, among others:

1. Based on the mission of the library, is there really a need to apply a given technology in the library in the first place?

2. To what degree and to whom will services be offered?

3. Who will pay for technology? How much and on what basis? How much is "too much"?

4. What are the life-cycle costs of the technology, maintenance, supplies, software and hardware upgrades, training, depreciation?

5. How will local automation mesh with the activities of other libraries?

COOPERATION AMONG LIBRARIES

"Library cooperation is achieved when two or more libraries work together to accomplish what they cannot do, or do as well, separately."* Cooperating with other libraries can save time and money, and provide improved service.

Among the types of libraries found in Maine are: public libraries, school libraries, academic libraries, law libraries, health science libraries, patient libraries, historical society libraries and special libraries in corporations and other organizations. Trustees should find out about the libraries in the surrounding area and visit as many as possible. An understanding of the role of each can be valuable in exercising the responsibilities of trusteeship.

LOCAL COOPERATION

Libraries in proximity to one another may cooperate in such efforts as: arranging and presenting programs to the public; acquisition of materials at maximum discount and with minimum duplication; equipment and book exchanges; reciprocal borrowing arrangements; shared public relations activities; sponsorship or participation in special local events; and long-range planning.

Examples of local cooperative projects in Maine include:

1. Regular meetings of school and public librarians to review and discuss new adult and children's books

2. A series of cultural programs co-sponsored by the public libraries of two adjoining communities

3. Book selection assistance in the areas of health and health management provided by the staff of a hospital library to the librarian at a local public library

4. Rotating loan of mysteries, westerns and older fiction among a group of public libraries seeking to supplement their holdings in these areas

5. Production of a local union list of the serial holdings of a group of public, school and university libraries

6. An audiovisual software exchange run by children's librarians from several libraries

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* From: Smith, Hannis S. "Cooperative Approach to Library Service," No. 16 in a series of pamphlets, Small Libraries Project, Library Administration Division, American Library Association, 1967.

STATEWIDE COOPERATION

The following are examples of cooperative activities organized on a statewide or regional basis:

1. Cooperative book purchasing (SCOOP). A voluntary cooperative was formed in 1980 to negotiate with vendors for the best discounts regardless of library size. While pooling their book budgets for bargaining power, they continue to order directly from the co-op vendor.

2. Cooperative book binding. Better service and prices are the result of this cooperative in which a statewide committee solicits bids and selects a binder for all members.

3. Cooperative book reviewing. The three regional library districts sponsor periodic meetings of school and public librarians to review new books.

4. Cooperative book and periodical clearinghouses. The Maine State Library and the regional districts promote and coordinate book and serials exchanges.

5. Public relations. National Library Week celebrations, compilation and printing of bookmarks and printed materials, participation in festivals and fairs, and television and radio public service announcements have been sponsored by the library associations and the regional districts.

6. Common borrower's card. Libraries may join a reciprocal system whereby one borrower's card is honored at dozens of libraries across the state. Any library can join. Information can be obtained from the Maine State Library.

INTERSTATE COOPERATION

Many cooperative activities achieved within a state are also carried out by two or more states working together. Maine, New Hampshire and Vermont have organized a film cooperative. Interlibrary loan agreements exist across state lines as well as in smaller areas.

FORMAL AGREEMENTS

Individual libraries may enter into formalized cooperative relationships. Contractual responsibilities may include financial contribution, provision of specified hours of staff support or other substantial support of group aims.

Examples of ad hoc, formal agreements among Maine libraries include:

1. Cooperative acquisition and maintenance of audio-visual hardware and software, with costs shared among participating schools and libraries.

2. Bulk loans of children's books provided by a public library to a number of surrounding school libraries.

3. A library may enter into an agreement with a neighboring community without a library in order to provide library services to its citizens.

Cooperation among libraries does not necessarily require additional funding. It does require a commitment by all to work toward better library service.

MAINE STATE LIBRARY

The Maine State Library was established in 1836 to provide direct service to state government. In 1893 a law was enacted to encourage the establishment of free public libraries by providing state aid through the State Library. Later, consultant services were added to help build library collections and improve local library service.

The Maine State Library currently offers a multitude of materials and services to all Maine citizens. There are over 400,000 reference and circulating items in the collection. Besides books, periodicals, and newspapers, there are video-cassettes, maps, genealogies, Maine books, manuscripts, music, town histories, town reports, and the largest free loan 16mm film collection in Maine.

As a selective federal depository, the State Library houses over 50,000 federal and state documents. It also coordinates the Maine Regional Library System; operates a statewide Talking Books program for visually and physically handicapped adults and children; and circulates books-by-mail to rural communities.

The State Library annually publishes Libraries in Maine, a directory of public, academic, health science, and special libraries. It includes addresses, hours, and names of library directors as well as public library statistics (collection size, funding, etc.). The directory is mailed to all public libraries.

Every trustee should be acquainted with the role and services of the State Library. Further information and assistance may be obtained in person, by mail, or telephone. Located in the Cultural Building with the Maine State Museum and State Archives, the address is: Maine State Library, State House Station 64, Augusta, ME 04333. Telephones: 289-3561 or 289-3328.

MAINE REGIONAL LIBRARY SYSTEM

Cooperation and sharing were important concepts in Maine's early days, and they still have special meaning to Maine's libraries today. Through the Regional Library System, Maine libraries have developed several networks which provide a variety of free services.

Under the Regional System, Maine is divided into three geographic areas based on population. These areas are referred to as "districts." Each district has its own Area Reference and Resource Center (ARRC) - a large library - which serves as a backup library to all the libraries in its district. Below are the Area Reference and Resource Centers for each district:

SOUTHERN MAINE LIBRARY DISTRICT
(Cumberland and York counties)
Portland Public Library
5 Monument Square
Portland, ME 04101
773-4761

CENTRAL MAINE LIBRARY DISTRICT
(Androscoggin, Franklin, Lincoln, Kennebec, Oxford, Sagadahoc, and Somerset counties)
Maine State Library
Cultural Building
Station 64
Augusta, ME 04333
289-3561 or 289-3328

Central District Fiction Resource Center
Lewiston Public Library
Lewiston, ME 04240
784-0135

NORTHEASTERN MAINE LIBRARY DISTRICT
(Aroostook, Hancock, Knox, Penobscot, Piscataquis, Waldo and Washington counties)
Bangor Public Library
145 Harlow Street
Bangor, ME 04401
947-8336

Through the Maine Regional Library System, millions of books and periodicals are available to every Maine library. This is the interlibrary loan network. A local librarian may request material from the Area Reference and Resource Center (ARRC). The ARRC staff will search its collection and if the material is found, it will be sent directly to the requesting library. If the material requested is not in the ARRC, interlibrary loan staff will search statewide and nationwide on a computerized

network. Once located, the material is mailed to the local library. Through this interlibrary loan service, every library, no matter how large or small, can provide access to more materials than it could ever hope to afford or house.

If the local librarian has a reference question, the process is similar. A call or letter is made to the ARRC reference staff. They will research the query and contact the librarian with the information.

Another provision of the Regional System is direct free access to the ARRCs. Residents of each district may obtain a free borrower's card from the ARRC in their District.

Other services of the Regional System include:

1. Statewide purchasing cooperatives
2. A binding cooperative
3. Consultant services for library staff and trustees. Each district has a district consultant who can provide a wide range of services and offer direct aid upon the library board's request. The consultants are located at the ARRCs and may be contacted there.

Each of the districts is governed by a district council which consists of appointed representatives from each member library or school system. The council elects an executive board to advise on policy and assist in long range planning. Trustees, librarians and citizens are eligible to serve on their district council and/or executive board.

Membership in the districts is voluntary and open to any public, school, academic, or special library in Maine. There is no membership fee. Regional services are funded under Maine Revised Statutes Annotated Title 27, Section 107 and subsequent sections, as established by Maine Public Laws, 1973, chapter 626 and subsequent legislation.

LIBRARY ORGANIZATIONS

Librarianship is a very broad field, including many specialties and many types of libraries. This results in a very large number of special interest groups, many of which have their own organizations. Often such a group is part of an umbrella association; others stand alone. A brief description of those of greatest interest to Maine library trustees is given below. The list is not meant to be all-inclusive, and a trustee may have a special interest (for example, the children's section of a state, regional, or national library organization) that he or she may wish to join along with general library groups and trustee organizations.

MAINE LIBRARY TRUSTEES ASSOCIATION (MLTA)

This is the most important organization for a Maine library trustee. To join MLTA, a trustee must join the parent organization, the Maine Library Association, which offers a special membership category for trustees, with a lower annual fee.

MLTA works closely with the the district consultants on programs of particular interest to trustees. It provides an excellent program for trustees at the Maine Library Association/Maine Educational Media Association annual conference. It does not produce a separate publication, but articles by and for its members are included in the publications of the Maine Library Association. Its president sits on the Maine Library Association Executive Council, and its officers and board members have direct input of trustee concerns within the library profession of the state. In addition, MLTA is very active in working for legislation in Augusta that will help all types of libraries and librarians.

MLTA provides the closest support group for trustees and is available for helping any library board which desires assistance. It is dedicated to providing the education all library trustees need to fulfill their responsibilities.

MAINE LIBRARY ASSOCIATION (MLA)

This is the largest library organization in the state, and includes sections for all types of librarians and libraries, other than school librarians, who have the Maine Educational Media Association (MEMA). MLA and MEMA work together very closely, and stage a joint annual three-day conference. This includes many programs of great interest to trustees in addition to the special programs of MLTA.

MLA is the professional organization for Maine librarians, library trustees, and others involved in librarianship. As such, is is very active and concerned about library legislation in Maine, intellectual freedom, local and state library support, employment standards, and a myriad of other problems and

interests of Maine libraries and librarians. Trustees are active in several of its sections -- in particular, the Small Public Libraries Association -- as well as in MLTA. For a membership application which includes a list of all the sections, write or call: Maine Library Association, Maine Municipal Association, Local Government Center, Augusta, ME 04330. Telephone: 1-800-452-8786.

NEW ENGLAND LIBRARY ASSOCIATION (NELA)

This is the regional organization and includes members from all six New England states. It is one of the oldest and strongest of the regional library associations. Unfortunately, it does not have a trustee section, although many New England trustees are members. However, its newsletter is of interest to all trustees and its annual conference is not at a great distance. This is, in fact, its major importance -- it provides a large conference nearby with a substantial number of exhibitors and programs of interest to trustees. This also provides an important opportunity for Maine library trustees to exchange ideas with librarians and trustees of other states. For membership information, write NELA, 436 Great Road, Acton, Massachusetts 01720.

AMERICAN LIBRARY TRUSTEE ASSOCIATION (ALTA)

This is the national organization, and very valuable to all library trustees. It produces a brief newsletter four to six times a year, but of much greater value are its publications, sold through the American Library Association Publications Office. They are among the most important publications for trustees being produced today. At the annual American Library Association Conference, ALTA provides three solid days of outstanding programs just for trustees.

This is a division of the American Library Association and a member must also belong to the parent organization.

AMERICAN LIBRARY ASSOCIATION (ALA)

One of the largest and strongest library organizations in the world, ALA provides a home for every imaginable type of librarian or library within its large number of divisions, sections, round tables, and committees. Its extensive publications program produces much of the state-of-the-art professional literature available today. Included with membership is a subscription to an excellent magazine, American Libraries.

Although the American Library Association may seem a long way away from a little library in Maine, its constant concern for national library legislation, intellectual freedom, international library affairs, publishing problems, plus many more concerns, affects libraries, librarians, and all they serve, no matter how small or how far away. Its Washington office is recognized as one of the best lobbying groups in the entire country, although

its budget for this activity is very small compared to other successful lobbying groups.

ALA conferences draw between 13,000 and 15,000 attendees. This, coupled with the need for nearly 1,000 meeting rooms, means the closest conference to Maine can only be held in New York City. Therefore, it is expensive to attend an ALA conference. However, it is worthwhile because, in addition to the programs of ALTA and the Public Library Association, there are hundreds of exhibitors, representing book publishers, furniture vendors, computer systems and all the other services needed by libraries.

For membership information for both ALTA and ALA, contact American Library Trustee Association, American Library Association, 50 East Huron Street, Chicago, Illinois 60611.

PUBLIC LIBRARY ASSOCIATION (PLA)

Like ALTA, the Public Library Association is a division of ALA and one must be a member of the parent organization in order to belong. It would certainly be a good second organization within ALA for a trustee to join. It is obvious that many of the concerns of the librarians in PLA are the same ones that are important to trustees. ALTA and PLA often work together on projects and to produce programs. PLA also holds conferences where only public library problems are discussed, separate from the ALA conference . It produces Public Libraries, a quarterly magazine with excellent, down-to-earth articles. Topics covered in the magazine have included site selection for new library buildings, budgeting, and theft of library materials. Membership information may be obtained through ALA headquarters in Chicago.

PERIODICALS OF SPECIAL INTEREST FOR TRUSTEES

GENERAL

LIBRARY JOURNAL. 20 issues a year, subscription $59.00 for one year. The basic periodical aimed primarily at the professional librarian, but of great value for trustees. The most recent news about libraries, librarians, and anything that may affect them, such as legislation and censorship. Includes excellent articles by expert authors. Also has book and magazine reviews.

WILSON LIBRARY BULLETIN. 10 issues a year, subscription $39.00 for one year. Includes less up-to-the-minute news than Library Journal but the articles are deeper and more thorough. Has reviews in many special sections of interest such as young adult, mysteries, and reference books.

MAINE LIBRARY ASSOCIATION

DOWNEAST LIBRARIES. Quarterly, sent to all members and all Maine public libraries. One of the best state library association magazines. Recent news and very good articles mostly but not exclusively on Maine subjects. A must for library trustees.

MAINE MEMO. About 10 times a year, sent to all members and all Maine public libraries. Up to date reports on Maine library news, plus announcements of programs, etc.

NEW ENGLAND LIBRARY ASSOCIATION (NELA)

NELA NEWSLETTER. 6 issues a year, sent to all members. Special reports from each of the six states, plus news of libraries and librarians from the entire region.

AMERICAN LIBRARY TRUSTEE ASSOCIATION (ALTA)

ALTA NEWSLETTER. About 6 issues a year, sent to all members. Brief reports of activities of trustees and ALTA nationwide. Very good for previews and schedules of trustee programs at the annual conference.

PUBLIC LIBRARY ASSOCIATION (PLA)

PUBLIC LIBRARIES. 4 issues a year, sent to all members. Although aimed mainly for the public librarian, an excellent periodical for trustees. Down-to-earth articles of great value for all involved with public libraries.

AMERICAN LIBRARY ASSOCIATION (ALA)

AMERICAN LIBRARIES. 11 issues a year, sent to all members. Primarily the magazine of ALA; includes numerous reports of ALA and ALA's divisions. In addition, it has good articles and features. A slick paper magazine very similar to Library Journal and a good reason for joining ALA.

MAINE EDUCATIONAL MEDIA ASSOCIATION (MEMA)

MEDIACY. Quarterly, sent to all members. Mainly for school librarians but has very good articles, including some pertinent to public libraries.

Note: Many of the magazines that are publications of library organizations can be obtained through subscription, without actual membership in the associations, but subscription fees are generally quite high.

FRIENDS OF THE LIBRARY

A friends-of-the-library organization can be one of the most important support groups for any library, large or small. It is very effective as an advocacy group and can promote community support which might otherwise be lukewarm. The members are drawn from all segments of the community and the only criteria for membership is interest in and concern for the library and its services.

A friends group, to be successful, must have the full support of the librarian and of the trustees. The organization will not flourish without these important elements. It is well also to keep in mind that friends do not make or interfere in library policy. Policy-making is the function of the trustees and as such must be respected by friends.

The activities of a friends group may include:

1. Public relations
2. Programs for children and adults
3. Volunteer services for the library
4. Fund raising for special projects
5. Lobbying for library legislation

In short, a friends-of-the-library organization is exactly what the name imparts and if wisely used can play a major role in any library's future growth and development.

Maine currently (1987) has no state friends-of-the-library organization. This is a need which should be addressed. There is, however, a national organization called Friends of the Library, U.S.A. (FOLUSA), 50 E. Huron Street, Chicago, Illinois 60611. This organization meets yearly at the same time and place as the American Library Association conference.

FOLUSA publishes for its members a national newsletter issued four times a year. There is also material available to help local friends groups organize. One of the best of these is Friends of the Library Sourcebook, edited by Sandy Dolnick, and available from the address above.

VOLUNTEERS

Volunteers are a valuable asset to the library. They may be recruited by the staff, trustees, and friends. However, once recruited, they must receive orientation, a job description, specific job training and most important of all, RECOGNITION!

The volunteer should always know to whom he/she is accountable. This may be a staff member or, if available, a volunteer coordinator. Regular evaluation of the volunteer job is a must. It is only fair that a volunteer knows how well he/she is doing. Evaluation can be a tool for stimulating growth in the job.

LIBRARY ADVOCACY

Library advocacy can be fun and rewarding especially when you as a trustee believe in your library as one of the community's greatest assets.

Trustees should be strong advocates of good library services, and should have a knowledge of their libraries' needs and of pending legislative proposals. Ideally, one member of the board could be appointed to keep abreast of proposed state and national legislation concerning libraries, reporting back to the board at the appropriate time for action. Knowing the legislative process and making regular contact with both state and national legislators is essential.

Lobbying is a more aggressive form of advocacy and could very well become a friends-of-the-library agenda. Advocacy carried out by citizens of a community or the state may have more influence than that of professional librarians or trustees. Friends might wish to include these items in their lobbying efforts:

1. Invite local officials to a special friends program or annual meeting.
2. Write letters to local, state and national officials.
3. Appear at committee hearings on library legislation.
4. Prepare and distribute handouts with facts and figures on proposed legislation.
5. Along with trustees, prepare news releases concerning library issues.

There is a wealth of information on library advocacy and lobbying for libraries. Check the following:

1. The Maine Library Association Revised Legislative Handbook, 1982
2. League of Women Voters flyers, such as:
   "How a Bill Becomes a Law in Maine"
   "This is Your Legislature"
3. Friends of the Library Sourcebook edited by Sandy Dolnick and published by ALA
4. Speaking Up For Libraries...ABC's of Lobbying, published by ALTA.

A P P E N D I X A

SAMPLE BYLAWS

ARTICLE I

Section 1. Name. The name of the organization shall be

"....."

Section 2. Authorization. This organization exists by virtue of the provisions of Chapter .... of the Laws of ..... and shall exercise the powers and authority and assume the responsibilities delegated to it under said statute.

ARTICLE II

Section 1. Members. The board shall consist of ..... members who shall be elected/appointed by ..... and shall serve for a term of ..... years.

Section 2. Vacancies. In case of a vacancy on the board, said vacancy may be filled by .....
.....

ARTICLE III

Section 1. Officers. The officers shall be a president, vice president, secretary and treasurer, elected from among the elected/appointed trustees at the annual meeting of the board.

Section 2. Nomination. The president shall appoint a nominating committee at least three months prior to the annual meeting who will present a slate of officers at the annual meeting, having obtained their consent. Additional nominations may be made from the floor.

Section 3. Term of office. Officers shall serve a term of one year from the annual meeting at which they were elected and until their successors are duly elected.

ARTICLE IV

Section 1. President. The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, co-sign any checks, serve as ex-officio voting member of all committees except the nominating committee, and generally perform all duties associated with that office.

Section 2. Vice President. The vice president shall have such powers and duties as the board and/or the the president shall designate. In the absence or disability of the president, or of a vacancy in that office, the vice president shall assume and perform the duties and functions of the president.

Section 3. Secretary. The secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 4. Treasurer. The treasurer shall be the disbursing officer of the board, co-sign all checks, and shall perform such duties as are generally associated with that office. He/she shall be bonded in an amount designated by the board.

Section 5. Vacancies. In the absence or disability of the vice president, secretary or treasurer, his/her duties shall be performed by such other members of the board as the board may designate.

ARTICLE V

Section 1. Regular Meetings. The board shall hold regular monthly meetings at a date and hour to be set by the board at the annual meeting.

Section 2. Annual Meeting. The annual meeting for the purpose of the election of officers and the adoption of any annual report shall be held at the time of the regular meeting in the month of .....

Section 3. Special Meetings. Special meetings may be called by the secretary at the direction of the president, or at the request of ..... members for the transaction of business as stated in the call for the meeting.

Section 4. Quorum. ..... members of the board, present in person, one of whom must be an officer of the board, shall constitute a quorum for the transaction of business at any meeting.

Section 5. Procedure. All meetings shall be governed by Robert's Rules of Order, latest edition.

Section 6. Notice of Meetings. Written notice of the annual meeting shall be sent by the secretary at least 7 days prior to the meeting, stating the place, day and hour of the meeting, and the purpose for which the meeting is called.

ARTICLE VI

Section 1. Committees. The president shall appoint committees for specific purposes as the business of the board may require. All committees shall make progress reports to the library board at each of its meetings. No committee shall have other than advisory powers unless the board votes it specific power.

ARTICLE VII

Section 1. Amendments. These Bylaws may be amended, altered, or repealed by a vote of the majority of members of the board at any annual or regular meeting of the board provided the notice of such meeting is mailed ..... days prior to the meeting and contains notice of the proposed alteration.

SAMPLE LIBRARY BUDGET FORM

Name of Municipality.....
Name of Library.....
Fiscal Year 19....Accounting Form

	Budget for Current FY 19....	Current Yr. Budget Expended	Budget for Next FY 19....
SALARIES	.....	.....	.....
OPERATING EXPENSES			
Insurance	.....	.....	.....
Professional Services and fees	.....	.....	.....
Repairs and Maintenance	.....	.....	.....
Supplies and Materials	.....	.....	.....
Travel and Conferences	.....	.....	.....
Utilities	.....	.....	.....
Other	.....	.....	.....
Total Operating Expenses	.....	.....	.....
CAPITAL OUTLAY			
Building	.....	.....	.....
Books, Mag., A-V, etc.	.....	.....	.....
Furniture and Equipment	.....	.....	.....
Land Improvements	.....	.....	.....
Other Capital Expenditures	.....	.....	.....
Total Capital Outlay	.....	.....	.....

REQUEST FOR LIBRARY TO BUY BOOK

Subject.....

Author.....

Title.....

Publisher.....Date.....

Request initiated by.....

Address.....

Telephone.....

Request represents: Self.....

Name of
organization.....

Identify
other group.....

Recommended or reviewed by.....

Date of request .....

****

PLEASE DO NOT WRITE BELOW THIS LINE

Librarian's notations

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Author.....

Title.....

Publisher.....

Request initiated by.....

Address.....Tel: .....

Complainant represents: Self.....
Name of organization .....

To answer the following use back of sheet if necessary.

1. Did you read or view the material in its entirety? If not, what parts did you examine? .....
.....

2. To what in the material do you object? (Please be specific.) .....
.....

3. What do you feel might be the result of reading or viewing this material?.....
.....

4. For what age group would you recommend this material?.....

5. Is there anything good in the material?.....
.....

6. Are you aware of the judgment of this material by library critics?.....

7. What do you believe is the theme of this material?
.....

8. What do you see as the purpose of this material?
.....

9. What would you like the librarian to do about this material?.....

10. What other material, serving substantially the same purpose, would you recommend in place of this?.....
.....

Date: .....

.....
Signature of complainant

APPLICATION FOR MEETING IN THE LIBRARY

Date of Application.....

Date Requested.....Time Requested.....

Type: Civic.....Educational.....Social.....Religious.....

Other (Please describe).....

Purpose of meeting.....

Contact person.....

Address.....

Phone: Business.....Home.....

Estimated number to attend.....

Because of a limited staff, it will be the responsibility of the applicant to see that chairs are set up before the meeting at such a time as not to interfere with the library users and to take down chairs at the end of the meeting and return them to their storage area. The applicant also accepts full liability for any damage to facilities and/or equipment, and agrees to confine the organization's activities to the assigned area. If refreshments are to be served, it is the responsibility of the group to supply all of its needs and to clean up.

The.....Public Library will not be responsible for any materials or equipment left in the building.

If janitorial services are needed, the applicant agrees to pay for them.

The undersigned, on behalf of the organization, has read and agrees to comply with the policy and procedures governing the use of the library.

.....
Signature of applicant

Approved by: .....

.....

Application valid through.....

INDEMNITY AGREEMENT

AGREEMENT made this.....day of....., 19....between .....LIBRARY, established by law, with a principal place of business in.....,....., and....., of.....,.....

WHEREAS the .....LIBRARY, has agreed to display certain items of personal property belonging to .....at the premises of .....LIBRARY and,

WHEREAS property insurance of..... LIBRARY, which might cover said items of personal property, does not exceed the sum of .....dollars, and

WHEREAS it is the policy of the.....LIBRARY to not exhibit personal property with a value in excess of .....dollars, without release from liability therefrom,

NOW, THEREFORE, for the consideration paid, the parties agree as follows:

The said....., hereby agrees to indemnify and save harmless the said..... LIBRARY, its officers, directors, and employees, against any and all liability, loss, damage, cost or expense, which it may incur, suffer, or be required to pay, by reason of loss or damage to personal property, in excess of insurance coverage of the.....LIBRARY.

Witness our hands the day and year first above mentioned.

.....

.....

TRUSTEE'S ORIENTATION KIT OR NOTEBOOK

Suggestions for material to be included in a trustee's orientation kit or notebook:

1. List of names, address and telephone numbers of the board of trustees
2. Board meeting time and dates
3. Board committees, committee assignments and description of duties
4. Charter and/or by-laws
5. Library policies (general, personnel, meeting room, borrower, etc.)
6. Financial information:
   - Reports of current year
   - Current annual budget
   - Expenditures of previous year
   - Budget of previous year
   - Record of endowment funds
7. Minutes of previous board meetings - (current year)
8. Librarian's annual report and statistics
9. History of the library
10. Information about the Maine Regional Library System, the Maine Library District in which the library is located and the name, telephone number and address of the office of the district consultant
11. The library's long range plan

A P P E N D I X B

LEGAL BASIS FOR LIBRARIES

The legal basis for library service in the State of Maine is set forth in Title 27, Maine Revised Statutes Annotated (MRSA). Copies of applicable sections are available from the Maine State Library, Station 64, Augusta, ME 04333.

Other general statutes may govern access to information, confidentiality of library users and other legal matters concerning library operations.

LAWS WHICH PERTAIN TO LIBRARIES IN THE STATE OF MAINE

The statutes under which libraries in the State of Maine exist are:

TITLE 27
MAINE REVISED STATUTES

CHAPTER 1
STATE LIBRARY

Subchapter I. State Librarian
II. Operation and Services
III. Distribution of Books and Records

SUBCHAPTER I
STATE LIBRARIAN

Section 1. Salary; duties.
2. Contents; exchange.
3. Books lent.
4. Responsibility for books borrowed.
5. Annual report.
6. Reports from counties, cities and towns.

SUBCHAPTER II
OPERATION AND SERVICES

Section 31. Library hours.
32. Historical research.
34. Library extension.
36. Advice to local libraries; gifts; schools of library instruction.
37. Bookmobile service.
38. Compliance with federal law.

SUBCHAPTER III
DISTRIBUTION OF BOOKS AND RECORDS

Section 66. Reports of departments and institutions.

CHAPTER 3
PUBLIC LIBRARIES

Section 101. Free public libraries established in towns.
102. Free public libraries established in village corporations.
103. Free use of library in adjoining towns authorized.
104. Towns uniting for libraries.
105. State aid for municipalities maintaining free public libraries.
106. Libraries controlled by associations assisted by towns.
107. Custody of public documents; list of books purchased.
108. Donation of books and gifts for foundation of library.
109. Gifts and devises to towns.

CHAPTER 4
REGIONAL LIBRARY SYSTEM

Section 110. Definitions.
111. Regional library development.
112. Library Commission functions.
113. Library districts.
114. District councils.
115. Area reference and resource centers.
116. Research centers.
117. District consultants.
118. School libraries and media centers.
119. Distribution of appropriations.

CHAPTER 4-A
LIBRARY RECORDS

Section 121. Confidentiality of library records.

CHAPTER 5
INTERSTATE LIBRARY COMPACT

Subchapter I. Compact.
II. Provisions Relating to Compact.

BYLAWS OF THE
MAINE LIBRARY TRUSTEES ASSOCIATION

ARTICLE I: NAME

The name of this body shall be known as the "Maine Library Trustees Association" being a Section of the Maine Library Association.

ARTICLE II: AIMS AND OBJECTIVES

The principal objectives for which this section is formed are to promote and foster the development of libraries and library service, to provide for the exchange of ideas and experience among library board members through conferences and library publications, and by such other means as may from time to time be determined.

ARTICLE III: MEMBERSHIP

Any person who is a member of the Maine Library Association, and who has been or is a Library Trustee or member of the Board of Directors of a library or library agency, may become a member of this section.

On nomination of the Executive Committee, any person who has rendered important service to library interests in the State, but who is not at the time actively engaged in library work within the State, may be elected an honorary member of the Association by unanimous vote at any annual meeting.

ARTICLE IV: OFFICERS

The officers of this association shall be a President, a Vice-President, a Secretary, and a Treasurer, each elected for a term of two years. Election of officers shall take place at the annual meeting and they shall continue in office until their successors have been chosen and qualified in their stead. Officers shall serve without compensation.

ARTICLE V: DUTIES OF OFFICERS

The President shall preside at all meetings of the Association, shall have the general supervision of the activities, and shall be ex-officio a member of all committees of the Association. The Vice-President shall, in the absence or incapacity of the President, perform the duties of the President. The Secretary shall conduct the correspondence of the Association, keep and maintain the records and, with the the assistance of the Maine Library Association, shall maintain the membership roll. The Treasurer shall be responsible for all funds of the Association, shall submit a report at the annual meeting of the financial affairs, and shall be responsible for the investment and maintenance of all monies received. The Treasurer, further, shall be empowered to sign checks and make drafts.

ARTICLE VI: COMMITTEES

The President shall appoint a Nominating Committee of three members. Said Nominating Committee shall have secured the consent of the nominees in advance and shall report its nominations, if any are necessary, at the annual meeting. Other candidates may be nominated from the floor, their consent to serve having been ascertained.

The Executive Committee shall consist of seven members, four of whom shall be the officers of the Association, and three of whom shall be Members-at-Large, each elected for a two year term, so far as is practicable so that all sections of the State will be represented. The Executive Secretary of the Association, the State Librarian, and the President of the Maine Library Association shall be non-voting, ex-officio members of the Executive Committee.

In the event of a vacancy on the Executive Committee, exclusive of non-voting members, but including the officers (other than the President whose duties are automatically given to the Vice-President), the President shall appoint a person from the Association membership to complete the unexpired term with the approval of a majority of the Executive Committee. Four voting members of the Executive Committee shall constitute a quorum.

ARTICLE VII: MEETINGS

The annual meeting of the Association shall be held at the time and at the place of the annual meeting of the Maine Library Association.

Special meetings of the Association may be held at any time that the members may in meeting determine or the Executive Committee may call. The latest edition of Robert's Rules of Order shall determine all parliamentary procedures.

The Executive Committee shall have the power to administer the affairs of the Association, except those dealt with by the direct vote of the Association members in meeting or by mail.

ARTICLE VIII: QUORUM

Seven members shall constitute a quorum at the annual meeting or at a special meeting. A lesser number may make reasonable adjournments until a quorum is obtained.

ARTICLE IX: VOTING

Each member of this Association shall be entitled to one vote per office for a candidate standing in proper nomination; and, also, to one vote on any duly seconded motion or resolution.

ARTICLE X: AMENDMENTS

These Bylaws may be amended, altered or repealed by a favorable vote of two-thirds of the members present at any annual meeting of the Association provided a quorum is present.

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Approved by the membership on June 1, 1980, in Portland, Maine. Amended and altered from the Bylaws of September 4, 1963, as amended on June 15, 1971.

LIBRARY TRUSTEE GUIDELINES

Much trustee literature is burdened with rationale and semantics; the following guidelines by Jack Short are a point of departure...

An examination of the state of library trusteeship today would show that of America's sixty thousand library trustees, most are functioning with a limited grasp of the implications of their trusteeship. It is natural that this be so in that library trustees represent a wide and diversified range of background and experience.

The quality of our library trusteeship effort can be enhanced if we effectively utilize the insights and experience of other trustees.

Much of the current library trustee literature is heavily burdened with rationale and exercises in semantics. The following guidelines have been stripped of excess verbiage and are simply a point of departure for further discussion and amplification. There is no significance to the sequence of items. Some points are obvious - some perhaps new to you. What is important is to creatively relate them to "your" library board needs.

1. Resign from the library board if you cannot give adequately of your time.
2. Be aware of the implications of modern library service. Too many libraries are nothing more than charming reading rooms.
3. Many trustees do not understand their functions. Confusion is endless as they meddle in staff scheduling and bending rules for friends, but ignore their responsibility for planning policy, anticipating trends (with the help of the librarian) and supporting their librarian in times of stress.
4. Pay librarians professional salaries and in return demand professional competence.
5. Thoroughly understand your budget. Don't reluctantly release funds in a miserly fashion but rather freely send them forth based on the knowledge that an informed, talented professional has pegged them for a well-defined need.
6. Do not undermine administrative effectiveness by placing yourself between director and staff.
7. Much potential library service is denied communities because trustees meet and make decisions entirely independent of the librarians' participation.

8. When making decisions, define the problem, expectations, and alternative solutions. Know what to do once the decision is reached.
9. Visit nearby libraries. On occasion sit in on their board meetings.
10. The trustee must take an aggressive and dynamic role in the pursuit of library legislation.
11. Encourage staff to present solutions - not problems.
12. Develop orientation programs for new trustees. Encourage the development of a trustee manual.
13. Library board terms should be staggered to reflect new and old membership. Avoid the self-perpetuating board.
14. Library service must be for everyone and all segments of the community should be represented on the library board.
15. The library director who fails to exercise leadership and tolerates poor standards of library service should be replaced. Your participation in state, regional, and national trustee meetings will aid you in making this evaluation.
16. Read professional publications such as Library Journal and American Libraries
17. Many trustees are the result of prestige or political appointments and really are not library oriented. They have little contribution to make, yet they will not resign. Most of them cause no trouble, but progress and real service in this day of the hard dollar are handicapped by their apathy.
18. Hiring a new director is one of the most important tasks of the trustee. Take your time and have lots of in-depth conversations with the candidates. Remember that a library science degree does not automatically produce a professional librarian.
19. Unions are a fact of life for some libraries. Keep informed.
20. Often too much time is spent looking for the answer instead of the problem.
21. A librarian must understand his community. This mandates time away from the library building and being out in the community.
22. Library needs, unlike paintings, are never completed. Library needs are always in a state of flux. Do not be turned aside by that flux and turmoil, but rather respond to it.

23. Know well the role of the library but know well also the missions and capabilities of other institutions that make up the educational and communications milieu.
24. Expanding knowledge and limited funding mandate institutional centralization. Support planning that leads to maximum library service for the greatest number of persons.
25. Meet with elected state representatives often enough so that they know your library's needs.
26. Be aware of library standards and how your particular library compares.
27. Be wary of discussing problems instead of solving them.
28. Avoid excessive and unneeded committee meetings.
29. On an individual basis give financial support to the Washington Office of the American Library Association.
30. Well-defined library policies are a must. Regular analysis of established policies is essential to a growing and vital library.
31. The dialogue at board meetings is often nothing more than the rearranging of deck chairs on the Titanic. Are you guilty?
32. The library represents individualized service in a mass society. Individualized service demands a multitude of approaches. Keep the open mind.
33. Take calculated risks based on sound decision-making.
34. The library is not a place - it is a process.
35. Use the resources of your state library. It is imperative that the state provide supportive services to library trustees.
36. Ask for the rationale behind expenditures but do not fall into the trap of being a pseudo-professional.
37. How do we energize creative thinking at the dull, tedious, everyday, basic level of library operations? This is where progress will be made, not in grandiose schemes.
38. There is often a lack of honest communications between librarian and trustee.
39. Libraries need operative plans which include a grasp of highly volatile short range objectives and long range goals.
40. Expand your vision to grasp the full dimension of what library service can be.
41. Don't depend on facts alone. They are all in the past.

42. Unwritten policies represent one of the greatest dangers for library boards.
43. Agitate for reasonable funding of libraries at the local, state, and national levels.
44. Be aware of the need for professional public relations activities.
45. Avoid administrative strait-jacketing. Know the implications of your trusteeship. Keep exploring and probing.
46. Meaningful agendas lead to good meetings. Avoid a routine design and allow time for in-depth discussions of library concerns.
47. Promote the establishment of Friends of the Library groups.
48. Don't let your response always be that of reaction to a situation or condition. Use dynamic and creative thinking to improve the library before problems arise.
49. It is as dangerous to decide too soon as too late.
50. Librarian and library trustee are not in separate pursuits. We share a common objective. We are together, hoping and striving to improve the society in which we live.

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Mr. Short is former president of the American Library Trustee Association, former president of the Association of Connecticut Library Boards, and former chairman of the Connecticut State Library Advisory Council.

DUTIES AND RESPONSIBILITIES OF THE LIBRARY BOARD AND THE LIBRARIAN

What does a library trustee do?

Duties and responsibilities of the library trustee are manifold and at first glance may seem to overlap those of the librarian. The library board, however, was created by law to act as citizen control or governing body of the library, while the librarian's training and experience are pointed toward the administration of the library.

If this difference of function is not clearly defined and understood, efficient library operation is handicapped. Confusion may be avoided by the following clarification of the typically separate powers and obligations of the library board and the librarian.

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LIBRARY BOARD	LIBRARIAN
1. To employ a competent and qualified librarian	1. To carry out the policies of the library as adopted by the board and to recommend needed policies for board action
2. To determine the purpose of the library and to adopt written policies to govern the operation and program of the library	2. To act as technical advisor to the board and to recommend employment of all personnel and supervise their work
3. To determine the program and needs of the library in relation to the community and to keep abreast of standards and library trends	3. To suggest and carry out plans for extending services of the library
4. To secure adequate funds to carry on the library program	4. To prepare regular reports detailing current progress and future needs of the library
5. To establish, support, and participate in a planned public relations program	5. To maintain an active program of public relations

LIBRARY BOARD	LIBRARIAN
6. To assist in the preparation of the annual budget and approve the final document	6. To prepare an annual budget for the library in consultation with the board and to give a current report of actual expenditures against the budget at each meeting
7. To know local and state laws and to actively support library legislation in the state and nation	7. To know local and state laws and to actively support library legislation in the state and nation
8. To establish among the the library policies those dealing with book and materials selection	8. To select and order all books and other library materials according to board policy
9. To attend all board meetings and see that accurate records are kept on file at the library	9. To attend all board meetings and to serve as secretary of the board if required
10. To attend regional, state, and national trustee meetings and workshops, and to affiliate with appropriate professional organizations	10. To affiliate with state and national professional organizations and to attend professional meetings and workshops
11. To be aware of the services of the state library	11. To make use of the services and consultants of the state library
12. To report regularly to the governing officials and the general public	12. To report regularly to the library board, to the officials of local government, and to the general public

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FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

   Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.

   Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

   A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

   To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

   The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

   It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

   The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom

and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued May, 1953, by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953. Revised January 28, 1972, by the American Library Association Council. Reprinted with the permission of the American Library Association.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the American Library Association Council. Reprinted with the permission of the American Library Association.

SECURITY OF EMPLOYMENT FOR LIBRARY EMPLOYEES

Security of employment means that, following the satisfactory completion of a probationary period, the employment of a library employee under permanent appointment* carries with it an institutional commitment to continuous employment. Job competence, in accordance with the aims and objectives of the library, should be the criterion for acceptable performance for a library employee with permanent appointment. Library employees shall not be terminated without adequate cause and then only after being accorded due process.

Employing anyone for successive, limited periods with the intent to avoid the grant of permanent appointment is deemed unethical.

Security of employment, as an elementary right, guarantees specifically:

1. Intellectual freedom, defined as freedom to assume the responsibility placed upon a person by a democratic society to educate oneself and to improve one's ability to participate usefully in activities in which one is involved as a citizen of the United States and of the world, and institutional adherence to the Library Bill of Rights.

2. Appointments and promotions based solely on merit without interference from political, religious, or other groups.

3. A sufficient degree of economic security to make employment in the library attractive to men and women of ability.

4. The opportunity for the library employee to work without fear of undue interference or dismissal and freedom from discharge for racial, political, religious, or other unjust reasons.

* Permanent appointment in different types of libraries is variously called tenure, continuous appointment, career service, regular contract, etc.

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A P P E N D I X C

ACRONYMS

AACR 2:	New Anglo-American Cataloging Rules for books and other materials.
ACRL:	Association of College and Research Libraries, a division of American Library Association.
ALA:	American Library Association.
ALTA:	American Library Trustee Association, a division of American Library Association.
ARRC:	Area Reference and Resource Center: Centers for the Maine Regional Library System. Portland Public Library for the Southern Maine Library District; Maine State Library (non-fiction) and Lewiston Public Library (fiction) for the Central Maine Library District; Bangor Public Library for the Northeastern Maine Library District.
A-V:	Audio-Visual Materials: Aids to learning through sight and sound, such as records, slides, films tapes, maps, etc.
ASK:	Adults Serving Kids: Northeastern Maine Library District public and school libraries involved with programs and materials review for children.
BPL:	Bangor Public Library
CMLD:	Central Maine Library District, headquartered at the Maine State Library.
DECS:	Department of Educational and Cultural Services, parent agency of the Maine State Library.
EVS:	Educational Video Services: Maine State Library: Free educational video programs for schools and libraries.
FOLUSA:	Friends of Libraries, USA: National organization of Friends of Libraries.
FY:	Fiscal year.
ILL:	Interlibrary Loan.
ILS:	Interlibrary services.

ITV:	Instructional Television: Broadcasting and Video Library services of the Maine State Library.
LC:	Library of Congress.
LSCA:	Library Services and Construction Act: A means of national funding for public library development and other related programs.
LT, LTA, LMT:	Library Technician, Library Technical Assistant, Library Media Technician: The library support staff members trained in a two-year associate program in library technology.
MARL:	Maine Academic and Research Libraries, a section of Maine Library Association.
MEMA:	Maine Educational Media Association.
MLA:	Maine Library Association.
MLS:	Master of Library Science: Graduate degree in library science.
MLTA:	Maine Library Trustees Association, a section of the Maine Library Association.
MSL:	Maine State Library.
NMLD:	Northeastern Maine Library District, headquartered at the Bangor Public Library
NELA:	New England Library Association.
NELINET:	New England Library Information Network: It includes academic, research, public and special libraries which share library and information resources and provides New England affiliation with Online Computer Library Center (OCLC).
OCLC:	Online Computer Library Center: The computer network Maine libraries have joined for such services as cataloging, interlibrary loan and bibliographic reference.
PPL:	Portland Public Library.
PRIME:	School and public library audio-visual cooperative for Greater Portland communities.

SACCE: Standing Advisory Committee on Continuing Education, a committee of the Maine Library Association.

SCOOP: A book purchasing cooperative available to libraries in Maine, coordinated by the Maine State Library.

SLG: Special Library Group, a section of the Maine Library Association, composed of staff of health science, law, corporate and other specialized libraries.

SMLD: Southern Maine Library District, headquartered at the Portland Public Library.

SPARK: Stimulating Programs and Resources for Kids: Central Maine Library District public and school libraries involved with programs and materials review for children.

SPLA: Small Public Library Association, a section of Maine Library Association.

UMS: University of Maine System.

WATS: Wide Area Telephone Service: Toll-free 1-800 numbers.

WHCLIS: White House Conference on Library and Information Services.

YA: Young Adult.

GLOSSARY

ACCESS - Availability of the library and its services to residents of an area served. In a larger sense, the ability to reach sources of information through a library and its cooperative links.

ACCREDITED LIBRARY SCHOOL - A college or university offering a graduate library education program meeting standards of the American Library Association and officially accredited by a committee of ALA.

ACQUISITIONS - The process of ordering library materials.

AUTOMATION - Use of computers or other machines to do tasks once done manually.

BOOKS-BY-MAIL - A Maine State Library service to communities without libraries.

CALL NUMBERS - The catalog numbers for an item of library material, used to mark the item, shelve it properly, list it in the card catalog or computer, and find it for a patron.

CARD CATALOG - A catalog in which entries for materials, usually by title, author or subject, are arranged in alphabetical order.

CATALOGING - The process of describing and assigning identification to a book or other item so that it can be listed in a catalog and located on a shelf for use by patrons. Dewey Decimal and Library of Congress are two systems for identifying materials.

CERTIFICATION - In Maine, a voluntary system administered by the Maine Library Association for evaluation of an individual's work experience and educational background. It is provided as a means of recognizing an individual's work toward greater competence and skill in librarianship, and as an aid in evaluating would-be library staff.

CIRCULATION - The activity of a library in lending materials to borrowers and the recording of these loans.

COLLECTION - A one-word term for the library's holdings, the books, films, tapes, pictures, etc. which make up the materials the library has on hand for its users. A SPECIAL COLLECTION refers to an area of specialization: for example, rare books, local history, or regional authors.

CONSORTIUM - A formal or informal association of libraries or other organizations having the same or inter-related objectives.

COPYRIGHT - The exclusive privilege of publishing and selling a work, usually involving registration with the Copyright Office in the Library of Congress.

DEWEY DECIMAL SYSTEM - A method of classifying library materials.

DOWNEAST LIBRARIES - Quarterly publication of the Maine Library Association and the Maine State Library.

INTERLIBRARY LOAN - A system of interlibrary cooperation which allows libraries to borrow materials not owned by the local library from other libraries in the state or nation.

LIBRARY OF CONGRESS - The library in Washington, D. C. which serves the U.S. Congress, and other libraries. LC catalogs books before publication so that catalog cards can be available as soon as the book is purchased by libraries.

MAINE LIBRARY COMMISSION - Seventeen member advisory body representing Maine's library community.

MAINE MEMO - A newsletter published by the Maine Library Association and the Maine State Library.

MAINECARD - A voluntary state-wide borrower's card program sponsored by the Maine Library Association.

MATERIALS SELECTION - The process of deciding what books and other materials to buy for the library. Selection is usually based on a policy adopted by the library board, the goals and objectives of the library, use of selection guides such as those prepared by the American Library Association, funds available, and the skill of the library staff in meeting local needs.

MEDIA - Books and non-books. Often used to describe a library, such as a school media center.

ONLINE SERVICES - Computer based reference services offered by various Maine libraries.

PAGE - A library employee assigned to shelving and routine clerical tasks.

PERIODICAL - A publication with a distinctive title intended to appear in successive numbers or parts at stated or regular intervals and, as a rule, for an indefinite time.

PROCESSING - Preparing books and other materials for circulation. Some materials are ordered pre-processed or ready for the shelf. Processing may include cataloging, preparation of cards, putting in book pockets and making protective covers.

READERS GUIDE - A monthly index, mainly by subject, to approximately 180 of the most popular periodicals.

REFERENCE - The department of the library containing books which may be consulted for frequently requested facts and information, but which are not usually available for loan.

REFERENCE SERVICE - The activity of supplying information in response to specific questions posed by library patrons.

SERIALS - Publications that are issued regularly in sequence, such as magazines, journals and newsletters. So-called because these publications carry serial numbers indicating volume and issue.

TALKING BOOKS - Books on tapes or records for the use of persons unable to use normal print materials because of a visual or physical handicap.

TERMINAL - An instrument which allows a library to interact with a large computer.

UNION CATALOG - A listing of locations for periodicals, films, and/or books of a number of libraries which combine their lists in order to locate materials quickly.

VERTICAL FILE - The office files used to hold pamphlets, brochures, articles, pictures and other items most easily organized by filing.

WEEDING - Disposing of books and other library materials no longer up-to-date or useful to the patrons of the library. Weeding keeps a collection current, makes way for new material and provides the basis for ongoing evaluation of the library's material and its use.

BIBLIOGRAPHY

Local libraries may request the following titles through the interlibrary loan system.

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American Library Association (50 E. Huron St., Chicago, IL 60611) publishes "The Small Public Library: A Series of Guides for the Community, Librarian, and Trustees":

#1 The Trustee of a Small Public Library (1978; $1.25).
#2 The Librarian as Administrator of the Small Public Library (1978; $1.25).
#3 Fiscal Responsibility and the Small Public Library (1978; $1).
#4 Public Relations for the Smaller Library (1979; $1).
#5 Personnel Administration in the Small Public Library (1980; $1).

American Library Association. Public Information Office. Success Stories: How 15 Libraries Raised Money and Public Awareness. (1983: ALA, 50 E. Huron St., Chicago, IL 60611; $4.) A 52-page booklet describing entries for the Gale Research Company's Financial Development Award. Includes project descriptions and financial reports of endowment fund drives, building campaigns and benefits.

Baker & Taylor. Winning the Money Game: A Guide to Community-Based Library Fundraising. (Baker & Taylor, 1515 Broadway, New York, NY 10036; $3.50.)

Boss, Richard W. Grant Money and How to Get It: A Handbook for Librarians. (1980: R.R.Bowker, 245 West 17th St., New York, NY 10011; $19.95.)

Burgess, Dean. Getting It Passed: Lobbying for Libraries. (1984: American Library Association, 50 E. Huron St., Chicago, IL 60611; $10.)

Corry, Emmett. Grants for Libraries. (1986: Libraries Unlimited, P. O. Box 263, Littleton, CO 80160; $28.50.)

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